

October 29, 2008

Cynthia B. Jahnke
Assistant Attorney General
Suite 900
445 Minnesota Street
St. Paul, MN 55101-2127

Debra Lundell
Human Resources Administrator
Howry Residential Services
475 Cleveland Avenue North, Suite 305
St. Paul, MN 55104

Re: *In the Matter of the Determination of Maltreatment and Order to
Forfeit a Fine for Howry Residential Services*
OAH No. 8-1800-19868-2

Dear Ms. Jahnke and Ms. Lundell:

This letter constitutes the First Prehearing Order concerning matters discussed in the telephone prehearing conference on October 28, 2008. Ms. Jahnke appeared for the Department of Human Services; Ms. Lundell, Tammy Decker, and Jennifer O'Neill appeared for Howry Residential Services, without counsel.

We set the following deadlines:

December 23, 2008: Deadline for requesting subpoenas.

December 31, 2008: Deadline for the parties to exchange all documents they intend to offer into evidence at the hearing, along with a witness list containing a brief summary of the anticipated testimony of each witness. Please send a copy of the exhibit list and witness list to the Administrative Law Judge.

January 8, 2008 Hearing, commencing at 9:30 a.m. at the Office of Administrative Hearings.

I have enclosed for Ms. Lundell, as I did previously for Ms. Howry, some material from the OAH website on how to prepare for a contested case hearing. Please let me know if this matter is resolved before the hearing date.

Sincerely,

s/Kathleen D. Sheehy

KATHLEEN D. SHEEHY
Administrative Law Judge
651/361-7848

Encl.